

TOWN OF HOPKINTON

J O B D E S C R I P T I O N

SUPERINTENDENT OF HIGHWAYS

JOB SUMMARY: Performs highly responsible administrative and professional work in directing and conducting all operations pertaining to roads, building, and grounds. Oversees and coordinates the maintenance of all town roads and supporting infrastructure and supervises assistant responsible for town buildings and grounds. Interacts with the public and must have 24 hour availability for weather events and emergencies.

SUPERVISION RECEIVED: Work performed with considerable independence under the general administration of the Town Administrator and the policy direction of the Select Board.

SUPERVISION EXERCISED: Provides supervision to the Assistant Superintendent of Public Works-Buildings & Grounds, Assistant Superintendent of Public Works-Highways, and highway equipment operators and laborers. Supervision also encompasses all department related sub-contractors employed by the Town.

TYPICAL EQUIPMENT USED: General office equipment, computer, telephone, copy and facsimile machines, calculator, measuring devices, motor vehicles and construction equipment including but not limited to backhoe, grader, dump truck and hand tools.

ENVIRONMENT: Inside: 75% Outside: 25%

DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work being performed by people assigned to this job. The following is not intended to be an exhaustive list of all responsibilities and duties required.

Assigns work and delegates authority within the department.

Administers related aspects of the operation of the Highway Department including the maintenance of 95 miles of road and buildings and grounds divisions.

Develops and implements a schedule of road repairs within availability of funds.

Coordinates plowing sanding, repairing and maintenance of all town roads and sidewalks.

Oversees maintenance of parking lots at municipal sites including library, Bates building, Town Hall, police department, fire department, Kimball Pond and all Hopkinton School District locations.

Oversees maintenance of equipment as well as state inspections and registration.

Responsible for the hiring and firing of all public works personnel following consultation with the Town Administrator and approval from the Select Board.

Authorizes overtime as required and resolves personnel matters within the department.

DUTIES AND RESPONSIBILITIES (continued):

Prepares the annual budget for the department for presentation to the Select Board and oversees budget throughout the year.

Prepares bid specifications for the Town Administrator for all public works projects going out to bid.

Reviews all new road construction to ensure compliance with Town specifications.

Makes final recommendations to Select Board relative to street acceptance.

Advises Planning and Select Boards as to a particular road's ability to handle greater traffic from subdivision, industry and other development: controls load limits on all Town roads and places all street signs.

Makes recommendations to the Superintendent of Schools as to school closing due to weather.

Maintains a high level of confidentiality as it relates to personnel files; conversations with employees regarding personnel issues or ongoing internal projects or procedures which if divulges may cause serious harm to an individual.

Attends to many items simultaneously, and or in sequence.

Familiar with and executes safe work procedures associated with assigned work.

Performs other related duties as assigned or required.

TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: High School diploma or equivalent required supplemented by specialized training and education in a related discipline; supervisory experience required as well as significant experience with road construction and maintenance, construction equipment, and snow removal; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skill, and ability. Demonstrated ability to work with the public and to prepare and deliver oral and written reports on public works matters; ability to supervise others. Must possess a valid State of New Hampshire CDL Class B driver's license.

OTHER CONSIDERATIONS AND REQUIREMENTS:

The Superintendent of Public Works is a full-time exempt employee of the Town of Hopkinton.

This position is a Grade 17 on the Town of Hopkinton Pay Scale.

This position requires working nights, weekends and holidays to deal with weather events and emergencies

Must be computer literate and have familiarity with Microsoft Office including Excel and Word.

Candidate will be required to go through a complete background check and is subject to DOT random drug testing.

EVALUATION: Annually by the Town Administrator.